



Upward Bound Program

Mission Statement

The mission of Upward Bound is to prepare students for college and lifelong learning; to instill the ideas of achievement in all aspects necessary to succeed collegiately and spiritually. The mission also includes building an atmosphere that enhances positive self-esteem while fostering unity and collaboration. In essence, Upward Bound helps students actualize their full potential.

Participants of the program enjoy various benefits, such as:

- Access to colleges and universities
- Increased knowledge, academic skills, and motivation
- Cultural trips and recreational activities
- Opportunities to lead and serve
- Paid fees for standardized tests and college applications
- Financial aid and college application workshops
- A stipend
- Services at no cost

Purpose

Program Office: TRIO Programs

CFDA Number : 84.047

Program Type : Discretionary/Competitive Grants

All Upward Bound projects MUST provide instruction in math, laboratory science, composition, literature, and foreign language. Other services include:

- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Exposure to academic programs and cultural events
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams

Application Process

Applying to the Summer Upward Bound Program

In order to attend NMHU Upward Bound, you must be a student at one of the schools that we serve . In addition, Upward Bound students must meet certain income and family education criteria established by our grant from the U.S. Department of Education. You can find out if you may qualify by talking to your guidance counselor or contacting us .

If you are interested, you may download some information about the program here to share with your parents. Please talk with them about it and contact us if you have questions.

An Upward Bound counselor will visit each school during the month of February to explain the program and answer students' or parents' questions. Interested students can pick up an application from the representative or from the guidance office.

The application has six parts:

1. **The Student Form** . This asks for information about you, and includes a short essay, the Personal Statement. This is to be completed by the student.
2. **The School Release Form** . The student and parent or guardian sign the release statement.
3. **The School Report/Recommendation Form** . Give these pages to your guidance counselor for completion. Don't forget to get a transcript!
4. **Teacher Reference** . Choose a teacher who has had you in a math, science, English or social studies class, and give the form to him or her.
5. **Personal Reference** . Choose someone close to you who knows you well and give the form to them to him/her to write about your personal qualities.
6. **Parent's Confidential Statement**. This provides required information that determines whether a student can participate in Upward Bound. There is also a section for parents to tell us more about the student.

You may download an application here in March or obtain one from your high school guidance office. All parts of the application will be due to your school's guidance office in late March 2004. The guidance office will send the completed application to Upward Bound.

During the second part of March, Upward Bound counselors will interview each applicant at his or her high school. (Sound scary? Don't worry! The interview is simply a conversation which gives the Upward Bound staff a chance to get to know you better, and lets you ask questions about the program.)

In early April, the admissions committee meets to decide on applications, and letters are sent to notify each applicant about their decision at the end of the month.

Southern Maine junior boy: "This is probably the best thing that you could do with your summer."

Selection Criteria

Students, especially those in ninth (9th) grade interested in applying to the Upward Bound program should complete an Upward Bound Application. Recruitment is on going.

Applicants to Upward Bound must :

- Be enrolled in ninth grade at the time of application.
- Meet education and income guidelines.
- Reside in the Upward Bound service area
- Posses the commitment to attend college and adhere to a three-year college preparation curriculum.
- Be a permanent resident of the United States.

Meet all U.S. Department of Education eligibility guidelines.

NEW MEXICO HIGHLANDS UNIVERSITY UPWARD BOUND PROGRAM

Eligibility

Students must have completed the 8th grade, be between the ages of 13 and 19, and have a need for academic support in order to pursue a program of postsecondary education. All students must be either from low-income families or be potential first-generation college students. The program requires that two-thirds of the participants in a project must be both low-income and potential first-generation college students. The remaining one-third must be either low-income or potential first-generation college students. Students are selected based on recommendations from local educators, social workers, clergy, or other interested parties



Upward Bound Program

Dress and Appearance

There is a high correlation between the quality of an individual's performance, conduct and appearance. In addition, public opinion of any group is influenced by the appearance of its participants as individuals and as a group. NMHU Upward Bound participants and staff are expected to be neatly dressed and well-groomed. A good personal appearance is an asset to a student both socially and academically. If a student is wearing an article of clothing or accessory that is against policy, his or her mind will dwell on this instead of the goals of Upward Bound.

Dress and Appearance Policy

No tank tops, midriff-baring shirts, or excessively short skirts or shorts. Exposed undergarments are not appropriate;

T-shirts, sweatshirts, and other clothing and paraphernalia with profanity or suggestive slogans relating to drugs, alcohol, tobacco, sex, violence, gangs, Satanism, or cults, are strictly prohibited;

Body art (such as tattoos) must be covered by clothing at all times.

The Director of NMHU Upward Bound or his/her authorized representative has the authority and responsibility to make the final decision determining if wearing apparel and personal appearance is in violation of moderation, good taste, regulations, or is disruptive to the educational process.



Upward Bound Program

Closed Group

Upward Bound activities are organized for high school participants who have been officially accepted into the program or who have an application pending. Networking with strangers or people who are not members or staff of the program is not allowed without special permission from Upward Bound professional staff. This applies to on-campus as well as off-campus.

Upward Bound students are expected to exhibit polite and courteous behavior to individuals outside the group, but not to engage in idle or flirtatious conversation. Student behavior or continuing to network with participants after being reprimanded is cause for dismissal from the program.

Large high school groups such as Upward Bound are seen as vulnerable and often a target for people with questionable reputations to promote gang activities, drugs, sexual activity, etc. All parents and guardians when signing the parental permission form for the student to enter the program want to know that their children will be as safe as possible while participating in Upward Bound. This group policy helps to assure a safer environment for high school students while at NMHU.

A violation of this policy is to be considered a major offense which can result in immediate expulsion from program.



Upward Bound Program

Cheating

Will not be tolerated. Any participant caught cheating will be subject to dismissal from the program.

Behavior

At all times, Upward Bound staff and participants will conduct themselves appropriately. This includes but is not limited to:

Fighting will not be tolerated.

Swearing or other vulgar language is forbidden.

Public displays of affection between any two students and/or staff members are not allowed while attending NMHU Upward Bound.

Students must pay attention to and obey all instructions given by program staff.

Excessively raised voices must not be used in classroom buildings, cafeteria, public buildings, or other places.

Upward Bound participants should always be courteous and polite to each other, to staff members, and especially to individuals not affiliated with the program.

All Upward Bound staff members are role models for student participants, 100% of the time. Staff members are expected to conduct themselves in a responsible manner.

Motel Behavior:

No alcohol or drugs (this includes cudas and incense).

No smoking in motel rooms.

No swimming there is no life guard on duty.

no guys on girls floors-vice versa **(AT ANY TIME) NO EXCEPTIONS!**

Zero tolerance for personal attacks, horse playing and violence towards each other.

No loud music.

Absolutely no cursing with or among each other or towards the staff.

Keep motel room doors locked until counselor inspects your room the following morning.

Zero tolerance for motel room destruction.

No stealing.

Lock your door at all times.

No room changes, you must stay in your assigned room. If you are having problems with your roommate, come talk to the staff, that is what we are here for.

No borrowing or lending of clothes, personal objects, cd's, etc.

Respect the environment (remember you are not the only customers in this motel).

When one of the staff members asks something of you please cooperate. It will save both you and the staff members a lot of time and embarrassment.

Failure to comply with these rules will result in dismissal or suspension form the Upward Bound Program.

Summer Residential Program Rules

1. No alcohol or drugs (this includes cudas and incense). Violation of this rule will result in immediate dismissal.
2. No visitors unless accompanied by parents. Fathers will be allowed on C-wing and mothers on A-wing, only on the first and last days of the program.
3. No guys on girls floors-vice versa. (NO EXCEPTIONS)
4. No telephones allowed in dorm rooms, this includes cellular phones and pagers.
5. No loud music.
6. No water fights.
7. No cursing with or among each other or towards staff.
8. You are responsible for materials in the dorm, whatever you break you pay for.
9. Snacks are to be eaten downstairs in the lobby or outside of dorm, not in students room.
10. Stealing will not be tolerated in dorms, classrooms, trips, etc. If caught, you will be terminated from the program immediately.
11. Phone calls limited to 10 minutes (pay phones are located on each floor, you must use the phone that is on your floor). No phone calls after 10:00p.m. phone calls should be made between 9:00p.m. and 10:00p.m.
12. Lock your door at all times.
13. No room changes, you must stay in your assigned room. If you are having problems with your roommate or anyone else come talk to the staff, that is what we are here for.
14. No borrowing or lending of clothes, cd's ECT.
15. No personal TV in rooms, stereos are allowed.
16. Do not carry walk man or any kind of cassette player to class.
17. Do not wear sunglasses during class period.
18. Morning class materials should be taken at 8:00a.m. and afternoon class material should be taken at 1:00p.m. Students cannot return to the dorm for classroom materials.
19. All students must be in lobby and ready for class at 7:50a.m. and 12:50p.m.
20. Students cannot leave with parents/family, unless absolutely necessary or in case of emergency and they

must sign you out. Parents must show verification if counselor questions parenthood. Students must return to dorm by 9:30p.m.

21. Laundry room is located in the lobby. Laundry can be done on assigned dates. A schedule will be posted as to times and dates of respective laundry room hours. The staff may take you elsewhere to do your laundry if all washers and dryers are in use or not working properly. You must inform a staff member if another staff member is taking you.
22. There will be five people on KP duty (clean up duty) every night. You will clean the main lobby immediately after the snack as well as wash what needs to be washed. Every student will be on duty at least once; this is not a punishment. This is a duty.
23. Anybody late to class will get only one warning. Anybody late to class (second offense) will be sent to see Carlos in the office.
24. Keeping your room clean is your responsibility. Room inspections will be held periodically.*******Fine for dirty room is \$2.00*******
25. Showers must be taken on a daily basis. Those who wear tennis shoes are to ask one of the staff members for foot powder/
26. We have a first-aid kit available, aspirin, Tylenol, bandages, and pepto bismol. We are not allowed to dispense medication but medication will be available when you need it. A staff member must be present when you take medication.
27. Everyone is expected to participate in PE unless excused by a physician.
28. If you do not sign up to go swimming, you do not go.
29. If students plan on staying with a friend for the 4th of July weekend, a letter (from your parents) must be sent to the Upward Bound Director five days in advance.
30. When one of the staff members asks something of you please cooperate. It will save both you and the staff members a lot of time and embarrassment.
31. No smoking, Highlands is a non-smoking campus.
32. No physical contact of males and females is allowed, even between classes. This is a reflection on the Upward Bound Program.
33. Participants may not go to the student union building between classes.

34. Do not carry out any food items, cups, glasses, ECT.from the university cafeteria.
35. No nails in walls. Posters and pictures may be put up with tape.
36. You are responsible for your room key, if you loose it you must pay \$75.00.
37. Wake up calls for females is at 6:00a.m. and 6:30a.m for males.
38. Breakfast is at 7:00a.m. to 7:45a.m. students must be at the cafeteria at 7:00a.m. after you eat return to your room and pick up your classroom supplies and classes begin at 8:00a.m. After lunch, go to your rooms and gather your afternoon supplies and classes begin at 1:00p.m.
39. Let the floor counselor know when you are sick, you will be allowed two sick days , anymore will result in you being taken home until you fully recover. Your roommate is responsible for bringing you a sick tray (for breakfast, lunch, and dinner). If you are sick in the morning, you are sick all day and must stay in your room until the next day.
40. Be on your respective floors by 10:00p.m. and in your dorms by 10:30p.m. lights out by 11:00p.m. (except for students on kp)
41. If you should have homework, it must be done between 7:30p.m. and 10:00p.m. Do not start doing homework at 10:30p.m.
42. Students cannot for any reason visit other dorms.

Failure to comply with these rules will result in dismissal or suspension form the Upward Bound Program.



Upward Bound Program

Illegal Substances

Possession or use of any of the following items is cause for immediate dismissal from the NMHU Upward Bound program.

- Guns or firearms of any type.
- Knives or other dangerous sharp items, including pocketknives.
- Any item intended to cause bodily harm.
- Tobacco in any form.
- Controlled substances included, but not limited to: marijuana, cocaine, crack, etc.
- Alcoholic beverages.

Note: Outdoor stadium seating is designated as a no smoking area



Upward Bound Program

Harassment

NMHU is committed to providing an education and work environment that is free of discrimination. Demeaning actions (including bullying) or comments based on an individual's gender, race, national origin, age, religion, disability or any other legally-protected characteristic will not be tolerated. Employees, students or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should immediately inform the person engaging in such actions that the conduct is offensive and must stop.



Upward Bound Program

Electronic Device Policy

The following items are unnecessary for participation in the Upward Bound Program, and may cause distractions. Thus, the following items are not allowed or are restricted during the summer residential program or during the academic year sessions.

1. Pagers and Cell phones are forbidden.
2. Excessive money should not be brought on to campus during the academic year or the summer residential program. All expenses are covered. A stipend is issued each month that should be sufficient to cover personal items and laundry during the summer.

Neither the Upward Bound program nor New Mexico Highlands University is responsible for the loss or damage of personal items owned by its staff or participants.



Upward Bound Program

Transportation

The NMHU Upward Bound Program works very hard and spends a significant amount of funds each year to provide safe and reliable transportation to assist students in attending academic sessions at NMHU in Las Vegas.

If bus or van transportation is provided from your local high school to the NMHU campus, you are expected to use that service. Students should not drive their own vehicles to campus.

Provided transportation is not to be used as an opportunity to network with students from other communities:

- You may not ride the bus in the morning to a campus meeting, and then stay on campus and socialize or spend the night with NMHU students.

You may not ride the bus from your community in the morning, and then take a different bus to a different town in the afternoon.

When students **must** transport themselves to campus during the academic year or during the summer, they will not be allowed to drive the car around campus or leave campus in the vehicle until designated to do so. During the summer months, bridge students will check their car keys with the appropriate dorm supervisor and agree only to use the car to go from home to the campus and back. Students will not transport other students in the personal vehicles.



Upward Bound Program

Visitation

The Upward Bound visitation policy states that high school students who are participants in Upward Bound are not allowed to return to the NMHU Residence Halls to socialize, attend parties, or spend the night with college students.

Upward Bound students should have justifiable business to be on campus at any time. Examples include: being currently enrolled in a college class; taking the ACT; attending speech or other academic contests, participating in or attending athletic events; using the library; etc.

During the summer component, students are never allowed to enter another residence hall, or to visit the opposite sex.

Any parent wishing to visit the residency hall shall first contact the main Upward Bound Office prior to visitation.



Upward Bound Program

Staff/Student Seclusion

The safety of all student participants and staff members is a priority for the NMHU Upward Bound Program. One factor that can affect personal safety is individual relationships between staff and students.

To avoid situations that may cause later legal or personal difficulties, individual staff members are never to be alone with student participant of the opposite gender in a “closed” situation. This is especially true in transportation situations in either University or personal vehicle (regardless of location), in social situations, or in NMHU dormitory facilities.

Public displays of affection between any two students are not allowed while attending NMHU Upward Bound.

This policy is intended to eliminate actual or perceived threats. Any student or staff member who feels uncomfortable with another Upward Bound individual at any time should immediately discuss the problem with the Director.



Upward Bound Program

Stipends

The Upward Bound stipend policy states that in order to receive a stipend you must first have a completed application and you must attend the academic sessions, or be in full-attendance and good standing during the summer program.

Attending an academic session means being present at the entire meeting, and participating in all activities. Students who leave early will not earn their stipend. Students must sign the attendance roster legibly.



Upward Bound Program

Academic Session and Summer Attendance

Continuous contact between all student participants and Upward Bound staff members is a priority for the NMHU Upward Bound Program. Constant, personal contact with the students allows staff members to tailor programs and opportunities to best serve student needs.

To ensure sufficient student/staff interaction, all Upward Bound participants are required to attend scheduled academic session during the academic year. (September through May).

Students allowed three consecutive unexcused absences (as specified in the Stipend Policy) from academic sessions. Any student who missed more than three consecutive academic sessions without documented excuses will be being dropped from the program.

During the residential summer program, all students are expected to attend all scheduled classes and activities, unless specifically excused by the Program Director. Participants enrolled in college courses are expected to have 100% attendance, unless specifically excused by the Program Director.



Upward Bound Program

Selection Criteria

Students, especially those in ninth (9th) grade interested in applying to the Upward Bound Program should complete an Upward Bound “Pre-Application.” Annual recruitment of new Upward Bound students begins in January and continues through the Spring. (Selected students are notified in April.)

Applicants to Upward Bound must:

- Be enrolled in ninth grade at the time of application.
- Meet education and income guidelines.
- Reside in the Upward Bound service area.
- Posses the commitment to attend college and adhere to a three-year college preparation curriculum.
- Be a permanent resident of the United States.
- Meet all U.S. Department of Education eligibility guidelines.



Upward Bound Program

Student Travel

Participants will be selected to travel during the academic year field trips based on the following criteria:

1. Attendance Record
2. Academic progress in local high school.
3. Must be in good standing both at the NMHU Upward Bound Program and at their respective high school.
4. Participant must take a commitment to travel. If they change their mind not to, they will have to reimburse the program for the cost of the airline ticket and hotel accommodations.
5. All participants selected to travel must adhere all policies set forth in this manual. Any violation of rule five (5) will lead to immediate expulsion from the program.



Upward Bound Program

DISCIPLINE

All discipline will be handled by the Director. Accumulations of minor infractions will make a major infraction. If there are any major infractions of the rules, it is possible you will be suspended from the program, will not be allowed to travel with the group or asked to leave the program. Parents will be notified of major infractions of the rules of the program. Parents will be notified of major infractions of the rules and when student has been dismissed from the program parent should pick-up participants when dismissal from program

In case of damaged property, you will be charged for such damage. If the damage is excessive, you will be sent home. In the event there is damage to the common areas, such as lounge equipment, each student will share in paying the cost of repair or replacement for the item. Any item that is damaged and you are responsible for must be paid within the week. Participant shall pay for any damage to property before leaving program.